



FLORIDA INTERNATIONAL UNIVERSITY

BUILDING CODE ADMINISTRATION

Florida International University / Facilities Management Department

11555 S.W. 17th Street; MMC, CSC 113

Miami, FL 33199

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Building Code Administration Tel: 305-348-4666 Fax: 305-348-7199

ROOFING PERMIT APPLICATION PACKAGE

PAGE 1: GENERAL INFORMATION/INSTRUCTIONS.

PAGE 2: APPLICANT/GENERAL CONTRACTOR INFORMATION:

- Provide a copy of current license to perform the work (either State of Florida of Miami-Dade County); including license type, number and expiration date.
- Provide Qualifying Agent's Signature.
- Copy of required Insurance Certificates: *General Liability/ Liability, Workers' Compensation and Employer's Liability-indicating the policy carries an endorsement, which names the Florida International Board of Trustees, Florida International University, the State of Florida, the Florida Board of Governors, and their respective trustees, directors, officers, employees and agents listed as additional insured.*
- Project Name.
- Project FM Number (to be obtained from FIU Project Manager).
- Description of Work/Scope of Work.
- Any other pertinent information (if applicable).
- Architect/Engineer information; including license type, number and expiration date.
- **Permits determined to be issued on the basis of an affidavit will require an executed affidavit letter by the Architect/Engineer of Record. A reference affidavit form letter may be made available upon request.*

PAGE 3: SUB-CONTRACTOR INFORMATION:

- Provide a copy of current license to perform the work (either State of Florida of Miami-Dade County); including license type, number and expiration date.
- Provide Qualifying Agent's Signature.
- Copy of required Insurance Certificates: *General Liability/ Liability, Workers' Compensation and Employer's Liability-indicating the policy carries an endorsement, which names the Florida International Board of Trustees, Florida International University, the State of Florida, the Florida Board of Governors, and their respective trustees, directors, officers, employees and agents listed as additional insured.*

SUPPLEMENTAL DOCUMENTATION:

- (2) Sets of Construction Documents (Signed and sealed when required).
- High-Velocity Hurricane Zones Uniform Permit Application (Application template and applicable supplemental documentation).

CONDITION: The required roofing permit may be applied for by either, the General Contractor or by Roofing Contractor (as subcontractor to the general contractor on major projects).



FLORIDA INTERNATIONAL UNIVERSITY
BUILDING CODE ADMINISTRATION
ROOFING PERMIT APPLICATION PACKAGE
APPLICANT / GENERAL CONTRACTOR INFORMATION

APPLICATION DATE: _____

APPLICANT:

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

PROJECT INFORMATION:

PROJECT NAME: _____

FM NO. _____

PROJECT ADDRESS: _____

DESCRIPTION OF WORK:

VALUATION OF WORK: \$ _____

TYPE OF WORK (CIRCLE):

NEW ROOF RE-ROOFING ROOF RECOVER ROOF REPAIR ROOF REPLACEMENT

ARCHITECT/ENGINEER OF RECORD INFORMATION:

NAME/FIRM: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. I acknowledge to have read all pages of the Building Permit Application Package. Review and approval of construction documents by the Building Code Administrator does not relieve the contractor and/or his subcontractors from the responsibility of complying with all applicable codes and standards as adopted by the State and FIU/ Board of Trustees. In addition to the requirements of this permit, there may be additional restrictions applicable to this property, as such there may be additional permits required from federal or other state agencies.

The Florida Building Code, 6th Edition-2017, is in effect for this application.



FLORIDA INTERNATIONAL UNIVERSITY
BUILDING CODE ADMINISTRATION
ROOFING PERMIT APPLICATION PACKAGE
SUBCONTRACTOR INFORMATION

(Make additional copies of this form as needed to list all subcontractors performing work on the project).

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

SUBCONTRACTOR:

INDICATE TRADE: _____

NAME: _____

ADDRESS: _____

PHONE NO. _____ EMAIL: _____

LICENSE NO. _____ EXP. DATE: _____

QUALIFYING AGENT'S NAME: _____

QUALIFYING AGENT'S SIGNATURE (PERMIT HOLDER): _____

**SECTION 1525
HIGH-VELOCITY HURRICANE ZONES—UNIFORM PERMIT APPLICATION**

Florida Building Code 6th Edition (2017)
High-Velocity Hurricane Zone Uniform Permit Application Form

INSTRUCTION PAGE

COMPLETE THE NECESSARY SECTIONS OF THE UNIFORM ROOFING PERMIT APPLICATION FORM AND ATTACH THE REQUIRED DOCUMENTS AS NOTED BELOW:

Roof System	Required Sections of the Permit Application Form	Attachments Required See List Below
Low Slope Application	A,B,C	1,2,3,4,5,6,7
Prescriptive BUR-RAS 150	A,B,C	4,5,6,7
Asphaltic Shingles	A,B,D	1,2,4,5,6,7
Concrete or Clay Tile	A,B,D,E	1,2,3,4,5,6,7
Metal Roofs	A,B,D	1,2,3,4,5,6,7
Wood Shingles and Shakes	A,B,D	1,2,4,5,6,7
Other	As Applicable	1,2,3,4,5,6,7

ATTACHMENTS REQUIRED:

1.	Fire Directory Listing Page
2.	From Product Approval: Front Page Specific System Description Specific System Limitations General Limitations Applicable Detail Drawings
3.	Design Calculations per Chapter 16, or if applicable, RAS 127 or RAS 128
4.	Other Component of Product Approval
5.	Municipal Permit Application
6.	Owners Notification for Roofing Considerations (Reroofing Only)
7.	Any Required Roof Testing/Calculation Documentation

**Florida Building Code 6th Edition (2017)
High-Velocity Hurricane Zone Uniform Permit Application Form**

Section A (General Information)

Master Permit No. _____ Process No. _____

Contractor's Name _____

Job Address _____

ROOF CATEGORY

- Low Slope
- Asphaltic Shingles
- Mechanically Fastened Tile
- Metal Panel/Shingles
- Prescriptive BUR-RAS 150
- Mortar/Adhesive Set Tiles
- Wood Shingles/Shakes

ROOF TYPE

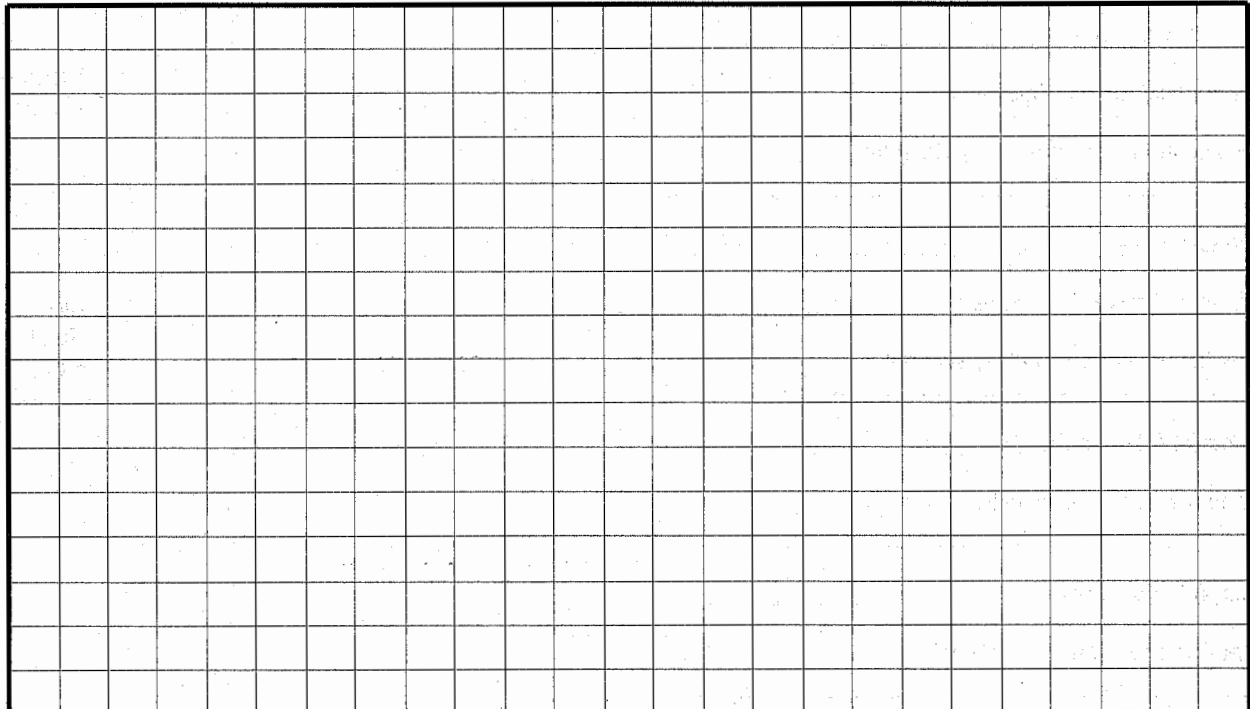
- New roof
- Repair
- Maintenance
- Reroofing
- Recovering

ROOF SYSTEM INFORMATION

Low Slope Roof Area (SF) _____ Steep Sloped Roof AREA (SSF) _____ Total (SF) _____

Section B (Roof Plan)

Sketch Roof Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.



Florida Building Code 6th Edition (2017)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section C (Low Slope Application)

Fill in specific roof assembly components and identify manufacturer

(If a component is not used, identify as "NA")

System Manufacturer: _____

Product Approval No.: _____

Design Wind Pressures, From RAS 128 or Calculations:

P1: _____ P2: _____ P3: _____

Max. Design Pressure, from the specific product approval system: _____

Deck:

Type: _____

Gauge/Thickness: _____

Slope: _____

Anchor/Base Sheet & No. of Ply(s): _____

Anchor/Base Sheet Fastener/Bonding Material: _____

Insulation Base Layer: _____

Base Insulation Size and Thickness: _____

Base Insulation Fastener/Bonding Material: _____

Top Insulation Layer: _____

Top Insulation Size and Thickness: _____

Top Insulation Fastener/Bonding Material: _____

Base Sheet(s) & No. of Ply(s): _____

Base Sheet Fastener/Bonding Material: _____

Ply Sheet(s) & No. of Ply(s): _____

Ply Sheet Fastener/Bonding Material: _____

Top Ply: _____

Top Ply Fastener/Bonding Material: _____

Surfacing: _____

Fastener Spacing for Anchor/Base Sheet Attachment:

Field: _____" oc @ Lap, # Rows _____ @ _____" oc

Perimeter: _____" oc @ Lap, # Rows _____ @ _____" oc

Corner: _____" oc @ Lap, # Rows _____ @ _____" oc

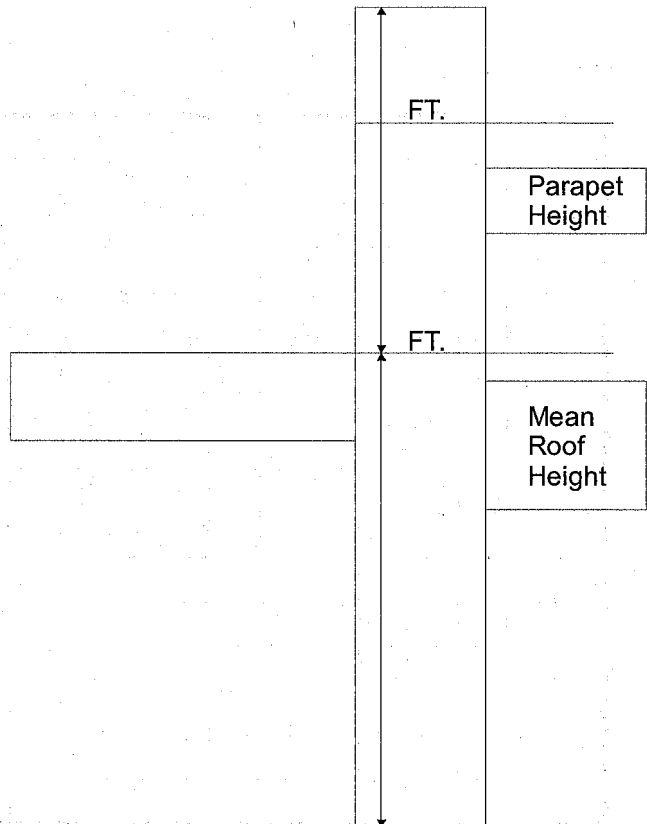
Number of Fasteners Per Insulation Board:

Field _____ Perimeter _____ Corner _____

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Termination, Stripping, Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing or Submit Manufacturers Details that Comply with RAS 111 and Chapter 16.



Florida Building Code 6th Edition (2017)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section D (Steep Sloped Roof System)

Roof System Manufacturer: _____

Notice of Acceptance Number: _____

Minimum Design Wind Pressures, If Applicable (From RAS 127 or Calculations):

P1: _____ P1: _____ P1: _____

Deck Type:

Type Underlayment:

Insulation:

Fire Barrier:

Fastener Type & Spacing:

Adhesive Type:

Type Cap Sheet:

Roof Covering:

Type & Size Drip Edge:

Roof Slope:
_____: 12

Ridge Ventilation?

Mean Roof Height: _____

